

Needs Assessment Checklist



Sponsorship is a vital component impacting unit and family readiness.

The following Needs Assessment Checklist will help you successfully execute your duties as a sponsor. Please use it as a guide when contacting your newcomer to collect the information you will need to help the family with a successful move.

Questions to Ask

- ☐ **Family Status:** single, single parent, married, married with children, other family members, any with special needs or circumstances
- ☐ **Number and Ages of Children:** special interests of children, interest in youth sponsorship
- ☐ **Family Pets:** how many, travel arrangements, boarding needs, quarantine requirements at destination
- ☐ **Travel Information:** car, plane, anticipated arrival date, transportation/pickup/ meeting arrangements, passport/visa needs, shipping cars
- ☐ **Contact Information:** phone(s), email addresses, mailing address, alternate/emergency contact information
- ☐ Do you need information on any of the following:
 - ☐ Cost of Living
 - ☐ Installation Housing
 - ☐ Local Community Housing
 - ☐ Apartment/Home Rentals
 - ☐ Preschools
 - ☐ Elementary Schools
 - ☐ Middle Schools

Sponsor Training Checklist, continued

- ☐ High Schools
- ☐ Home Schooling
- ☐ Private Schools
- ☐ Child Care (installation/home day care/other options)
- ☐ Billeting/Temporary Lodging
- ☐ Employment (spouse/other family members)
- ☐ Exceptional Family Member Program
- ☐ Temporary P.O. Box
- ☐ Weather
- ☐ Local Community Information (attractions)
- ☐ Other
- ☐ Can I have the relocation assistance manager from the military and family support center contact you directly?